Approved For Release 2001/08/30 : CIA-RDP74-00005R000100010016-6

A LIST FOR RECORDS OFFICERS

Guidance Material
on
Records Management

C O N T E N T S

GENERAL

Records Management -- General 1

CREATION

Forms Management 2
Correspondence Management 3
Reports Management 4

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Also available is a supplement list of those Regulatory Issuances that are specifically and generally related to Records Management.

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RECORDS MANAGEMENT

(General)

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
Annual	Notice Of Fiscal Year Report (Memo)	RMS
1957	So You Have A Space Problem (Booklet)	RMS
1953	CIA Records [redacted] Program Guide	RMS
1959	Summary of Training Hours for On-The-Job Courses	RMS
1959	Agency Records Management Program (Annual Report)	RMS

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FORMS MANAGEMENT

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1954	Forms Management Program Booklet	RMS
1954	Forms Management Poster - "Don't Waste Forms"	RMS
1960	Forms Analysis Handbook	GSA
1960	Forms Design Handbook	GSA
1960	How to Procure Other Government Agency Forms Used by CIA	RMS

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CORRESPONDENCE MANAGEMENT

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
	Are You Dropping your O's?	RMB
	Bottled up by an Addressing and Distribution Problem? Use new Thermofax Label Paper	RMB
1954	Correspondence Management - The Answer to Cutting Correspondence Costs	RMB
1959	Data Guide's Solid Plastic Reference Charts - Guides on Grammar, Punctuation and Writing	RMB
	Is rewriting or retyping always necessary?	RMB
	Letterex (1-page flyer plus samples available)	RMB
1956	Typing Booklet - The Correct Angle for Faster, More Accurate and Easier Typing	
1954	Form Letters	GSA
1955	Guide Letters	GSA
1955	Plain Letters	GSA

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REPORTS MANAGEMENT

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1954	An Introduction to Reports Management	RMS
1954	Analyzing Requirements for Administration or Management Reports	RMS
1955	Operating an Area Reports Management Program	RMS

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FILING EQUIPMENT AND SUPPLIES

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
	Security Desk Trays	RMS
1959	Equipment Cost Figures for Statistical Purposes	RMS
1959	Linear and Cubic Footage Conversion Chart	RMS
1960	Costs to Store One Cubic Foot of Records	RMS

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MAIL OPERATIONS

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1960	Logging of Classified Intelligence Reports	RMB
1959	Courier Receipt and Log Record and the New Agency Chain Envelope	RMB

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RECORDS CONTROL SCHEDULES

and

RECORDS DISPOSITION

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1954	Disposal of Communications Control Records	RMS
1955	Records Disposition	RMS
1956	Applying Records Schedules	GSA
1958	Disposal Authorization for Certain Control Records	RMS
1958	Records Retirement Procedure	RMS
1958	Instructions on Survey Work Sheet (Form 138)	RMS
1958	Instruction on Records Control Schedule (Form 139)	RMS
1958	Guide for Records Disposition	RMS
1959	Retirement of Top Secret Documents	RMS
1959	Glossary of Records Disposition Terms	GSA
	Review of Records Control Schedules	RMS

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RECORDS CENTER

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1955	Federal Records Center	GSA

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VITAL RECORDS PROGRAM

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1951	Operating Procedures for Vital Records Program	RMS
1956	"Check List" for Reviewing Vital Records	RMS
1958	Protecting Vital Operating Reports	GSA

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CURRENT ANNOUNCEMENTS

(Distributed by RMB Periodically)

Inter-Agency Records Administrators Conference (IRAC)	(Monthly)
Inter-Agency Management Analyst Conferences (IMAC)	(Selected Meetings)
American University Records Management Institute	(Annual)
Archives Admin. Inst.	(Annual)
Records Management Class Sched.	(Annual)
Records Management Cert. Sched.	(Periodically)
CIR Filing Workshops	(Annually)
Support Exhibit	(Quarterly)
Intelligence Exhibit	(Periodically)
NARS Seminars	Records Management Speeding Correspondence Source Data Automation As Needed
Directory of Area Records Officers	(Periodically)

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FILING

ISSUE DATE	TITLE	DISTRIBUTION SOURCE
1960	A Guide to Filing of Papers	RMS
1960	How To Improve Your Files	RMS
1959	How To Install The S-H Filing System	RMS
1959	Check List for Converting Your Files	RMS
1950	Basic Personnel Records and Systems	CSC

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